

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 197PAGE
NO. 1.

1. Requesting Agency

BOARD OF PHYSICAL THERAPY EXAMINERS

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1. MINUTES

Size: 2½" x 8½" x 11"
Quantity: 1 volume
Dates: Sept. 25, 1947 - -
File Arrangement: Chronological

The Minutes show all actions of the Board and include the names of individuals qualifying as physio-therapists.

RECOMMENDATION: RETAIN PERMANENTLY.

2. APPLICATION FILE

Size: 8½" x 11"
Quantity: ½ drawer
Dates: 1947 - -
File Arrangement: Alphabetical
Annual Accumulation: 2 linear inches
Audited by: State

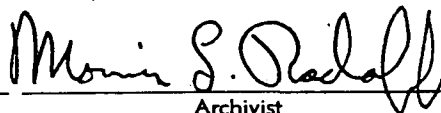
File consists of:

Original Application
Annual License Renewal Application
Examination Papers

A license register showing, in chronological order, the name of the licensee and the license number is maintained permanently.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative


SignatureSecretary
TitleNovember 18, 1955
DateSchedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.12/8/55
Date
Archivist

DEC 13 1955

Date


Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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3. CORRESPONDENCE

Quantity: 1 drawer
Dates: 1947 - -
File Arrangement: Subject
Annual Accumulation: 2 linear inches
Disposable Amount: less than $\frac{1}{2}$ cubic foot

Correspondence concerned with the functions of the Board. It is with Federal, State, local and other state agencies, professional and civic organizations, schools, individuals, etc.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

4. ACCOUNTING RECORDS

Quantity: $\frac{1}{2}$ drawer
Dates: 1947 - -
File Arrangement: Chronological
Audited by: State

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically these supporting records are:

Comptroller of the Treasury

Form No.

E-1-S
E-1 and E- $\frac{1}{2}$
DD-1
R-2 (formerly MR-2)

Distribution of Charges
Transmittal
Certificate of Deposit and Bank Deposit Slip
Monthly Report of State Funds Collected and Deposited
Distribution of Unexpended and Obligated Balances
Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A
47-A
100-16
39-A and 40-A

Requisition for Supplies
Purchase Order
Out-of-Schedule Requisition for Supplies
Stores Requisition

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
DATE: MAY 12 1955

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. 197PAGE
NO. 3.

5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

CF-2 Copy of Contract Awarded
CF-1 Capital Fund Requisition for Equipment
100/24 Actual Emergency and Repairs Report
27-A Copy of Contract Awarded
CF-3 Copy of Contract Awarded
Delivery Invoice
26-A Notice of Award of Contract
52 Credit Memorandum
51 Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.) Formerly BB-1 and BB-2
Budget Schedule Amendment Sheet
B.P. Inv. R101 Report of Fixed Assets (annual)
B.P. Inv. R102 Report of Materials and Supplies (annual)
B.P. Inv. 6 Materials and Supplies Physical Inventory (annual)

BB-40 Request for Position Action
Budget Form Nos. Budget Estimates Fiscal Year (13 pages
1 thru 11 including farm statement)

Others

Vendors Invoices
Bank Deposit Slips
Bank Statements
Bank Deposit Receipts
Canceled Checks

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

5. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-B, approved by the Board of Public Works, January 11, 1954).

APPROVED
HALL OF RECORDS COMMISSION

DATE DEC 13 1955

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. **197**

PAGE
NO. **4.**

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Works.

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

APPROVED
HALL OF RECORDS COMMISSION

APPROVED
BOARD OF PUBLIC WORKS

Date DEC 13 1955

Secretary